

6 June 1957

MEMORANDUM FOR: CIA LIBRARIAN

FROM : Assistant Director, CR
SUBJECT : Acceptance of Gifts by Employees
REFERENCE : Regulation No. []

25X1A

STATOTHR

[] connection with the recent discovery of embezzlement in it has been brought to my attention that one or two persons on your staff have been offered and have accepted discounts on their personal book purchases in the stores with which they deal officially as representatives of CIA. In addition, they accepted small Christmas presents of bags from a newspaper firm. You have assured me and I am entirely convinced that the persons who accepted these favors did so in the firm belief that they were committing no impropriety and that their seniors had approved their action.

2. It is evident that there was a misunderstanding, and it appears to have stemmed from a memorandum dated 8 March 1951 from the then Chief of the Cataloging Branch to his Order Section Personnel. This memorandum states that the addressees are authorized to accept on behalf of CIA publications which are offered to them by vendors as gifts for the CIA Library. Though the intent of the memorandum seems entirely clear to me, and entirely proper, it apparently was not wholly clear to the people to whom it was addressed.

3. Kindly ensure that Regulation [] is carefully read and understood by all personnel of the Library, and point out to them that the expression "other materials of monetary value" should be construed to include discounts on personal purchases.

25X1A

James M. Andrews

cc: ED/I
IG

General Counsel ✓ *Rev. 44*